



ODPEM Privacy Notice

Policy Owner	ODPEM Data Protection Committee
Policy Approver(s)	ODPEM Governance Committee
Related Policies	See Relevant Policies & Procedure Section Below
Related Procedures	
Storage Location	
Effective Date	June 30, 2026
Next Review Date	June 29, 2029

1. Introduction

The Office of Disaster Preparedness and Emergency Management (ODPEM) is dedicated to protecting your privacy. This Privacy Notice explains how we collect, use, and safeguard your personal data when you interact with us during disaster mitigation, preparedness, response, and recovery activities.

In certain disaster response, recovery, humanitarian assistance, and Government support programmes, the ODPEM may participate in coordinated information-sharing initiatives, including but not limited to the GeoConnect Initiative. Where applicable, personal information may be securely processed and shared with authorised entities for verification, reconciliation, fraud prevention, operational coordination, and the equitable distribution of assistance. Such processing is carried out only where necessary and in accordance with the Data Protection Act, 2020.

2. Who We Are

The ODPEM is the national agency responsible for Disaster Risk Management in Jamaica. Under the Data Protection Act (2020), ODPEM acts as a **Data Controller**.

- **Address:** 2-4 Haining Road, Kingston 5, Jamaica.
- **Email:** info@odpem.gov.jm
- **Number:** 876-906-9674

3. The Data We Collect

We collect information necessary to protect lives and manage national emergencies, including but not limited to:

- **Contact Information:** Name, address, telephone number, and email.



- **Emergency Data:** Shelter registration details, emergency contact names, and location data during active incidents.
- **Sensitive Information:** Health conditions or medical requirements (to ensure proper care in shelters), disability status, and information regarding minors or vulnerable family members.
- **Digital Data:** IP addresses and usage data when you visit our website or use our emergency apps.

4. Why We Collect Your Data (Purpose)

We process your personal data for purposes including, but not limited to:

- Coordinate Disaster Risk Management and Emergency Response
- Providing due care and relief supplies during and post events.
- Strengthen Community Preparedness and Resilience
- Deliver Early Warning and Public Information Services
- Promote and Manage Volunteer Engagement
- Recruit and Retain Qualified Personnel

5. Cookies

We use Cookies and similar tracking technologies to track the activity on our website and store certain information.

You can instruct your browser to refuse all Cookies or to indicate when a Cookie is being sent. However, if you do not accept Cookies, you may not be able to use some parts of our website. For more information about the cookies we use and your choices regarding cookies, please visit our Cookies Policy.

6. Lawful Basis for Processing

We process your data based on:

- **Public Interest/Public Function:** To fulfil our legal mandate under the Disaster Management Act 2015, and to support coordinated Government disaster response, recovery, humanitarian assistance, verification, reconciliation, accountability, and fraud prevention initiatives, including those undertaken through the GeoConnect Initiative.
- **Vital Interests:** To protect your life or health during an emergency when consent cannot be obtained.



- **Consent:** When you sign up for newsletters, volunteer programs, or non-emergency services.

7. Who We Share Your Data With

To coordinate an effective disaster response, we may share relevant personal data, including but not limited to, the following entities:

- **Response Agencies:** Jamaica Defence Force (JDF), Jamaica Constabulary Force (JCF), and Jamaica Fire Brigade (JFB).
- **Government Partners:** Ministries, Departments and Agencies
- **Non-Governmental Organizations:** Authorized humanitarian partners locally, regionally and internationally.
- **Service Providers:** IT and cloud hosting partners who support our emergency platforms.

8. How We Protect Your Data

We implement rigorous security measures, including encryption of sensitive registries, strict access controls at the National Emergency Operations Centre (NEOC), and regular security audits to prevent unauthorized access or disclosure.

9. How Long We Keep Your Data

We retain your data only as long as necessary for disaster recovery, legal compliance, or historical archiving in accordance with our **Data Retention Policy**. For example, shelter registries are generally kept for 7 years post-event.

10. Your Rights

Under the Data Protection Act, you have the right to:

- **Access** the personal data we hold about you.
- **Correct** any inaccurate or incomplete information.
- **Withdraw Consent** for non-essential processing (e.g., newsletters)
- **Lodge a Complaint** with the Information Commissioner's Office if you believe your data has been mishandled.

11. Children's Privacy



We do not knowingly collect Personally Identifiable Information (PII) from anyone under the age of 18. If you are a parent or guardian and you are aware that your child has provided us with Personal Data, please contact us. If we become aware that we have collected Personal Data from anyone under the age of 18 without verification of parental consent, we take steps to remove that information from our servers.

We also may limit how we collect, use, and store some of the information of users below 18 years old. In some cases, this means we will be unable to provide certain functionality of the website to these users.

If we need to rely on consent as a legal basis for processing your information and your country requires consent from a parent, we may require your parent's consent before we collect and use that information.

12. Security of Your Personal Data

Protecting your Personal Data is significant to us. We endeavour to apply high standards of security; however, given the inherent vulnerabilities of digital communication and storage, we cannot pledge or guarantee that Your Personal Data will remain entirely free from unauthorized access

13. Changes to Policy

We may update our Privacy Policy from time to time. We will notify You of any changes by posting the new Privacy Policy on this page.

We will let You know via email and/or a prominent notice on our website, prior to the change becoming effective and update the "Last updated" date at the top of this Privacy Policy.

You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

14. Contact Our Data Protection Officer

If you have questions about this notice or how your data is handled, please contact our Data Protection Officer (DPO) at:

Email: dpo@odpem.gov.jm

Telephone: 876-906-9674

Address: Data Protection Officer, ODPEM, 2-4 Haining Road, Kingston 5.



15. Acknowledgement

Please be advised that by accessing or using our services, you acknowledge that you have read and understood the terms of this Privacy Notice.

Version	Date	Responsible	Summary of Change
V 0.1	June 2, 2026	ODPEM Data Protection Committee	First Draft